

ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Directs the general administrative activities of the police department and assists the Chief of Police in the development, preparation, and monitoring of the departmental budget.

DISTINGUISHING FEATURES OF CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include assisting the Chief of Police in developing, preparing, and monitoring the departmental budget; assisting in short and long-range planning of programs within the department; assisting in budget preparation and the management of department financial matters; and preparing reports and performing public relations duties as assigned by the Police Chief. The Administrative Assistant to the Police Chief primarily works independently but receives limited direct supervision reporting directly to and having work reviewed by the Police Chief who is the immediate supervisor for the employee of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages assigned administrative functions of the police department to assist and relieve the Police Chief of a wide variety of administrative and clerical details through performing specialized tasks in budget preparation, record maintenance, and personnel administration. Assists in the research and planning for assigned programs and activities. Determines that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Assists the Police Chief in accounting for the money and assets of the police department. Manages bookkeeping of assigned accounts to maintain accurate fiscal records. Gathers information for and assists in the preparation of the departmental operating budget. Prepares expenditure estimates. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related

financial records and sees that they are submitted to the proper authority. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Prepares payroll records. Compiles and analyzes data needed, and writes reports required to document activity of the department. Writes requests for grants or other special funds to aid in the operation of the police service.

Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Works with boards and agencies whose rules and operations affect the careers of police department employees or the work of the police department; provides these boards and agencies with information, attends meetings to answer questions or participate in discussions, cooperates in projects, or provides any other assistance which may benefit the police department.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates so that they will know what they are expected to do and what results are expected from their performance. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Prepares specifications on new police department equipment for public bids. Meets with sales representatives to review products and make decisions on purchasing.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a current classified member of the Shreveport Police Department with ten (10) years of law enforcement experience therein.

Must have a bachelor's degree in finance, public administration, personnel management, criminal justice or any other related curriculum and at least four (4) year of progressively responsible experience as a paid full time employee in law enforcement positions.

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